

CITY OF GLOBE



PERSONNEL DIRECTOR/ IT MANAGER Job Posting No. 12-01

The City of Globe is accepting applications for a Personnel Director for its Administration Department. This position will be unique. The City is poised to implement a computerized personnel and payroll system. The City seeks an applicant with both a background in personnel and with information technology skill and abilities. It is anticipated that the successful candidate will implement and operate the personnel software and also function as the Information Technology Manager for the City. Both functions are within the Administrative Department.

JOB DESCRIPTION

Performs a variety of complex administrative, technical, computer and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, computer software and training. This person will also serve as the Information Technology Manager for the City.

MINIMUM REQUIREMENTS

- Graduation from an accredited four year college or university with a degree in human resources, public administration, business management or a closely related field; **OR** five (5) years of experience in a human resources capacity.
- Knowledge of federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures.
- Knowledge of the principles, practices and techniques of human resource management and federally mandated programs.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in creating and maintaining official records.
- Skill in analyzing data and drawing sound conclusions.
- Skill in website, information and computer technology is required.
- Position will also be responsible for information technology.
- Microsoft Network or equivalent certification considered a plus
- Knowledge of Local and Wide Area Networks (LAN/WAN), Internet, email systems, telecommunications and data communications, standard operating systems, software packages and software utilities.

Annual Salary Range: \$41,100 to \$61,650 (DOE)

Applications are available at City Hall, 150 N. Pine Street, Monday thru Friday, 8:00 am to 5:00 pm or on the City's web site at <http://www.globeaz.gov/files/pdf/Employment%20Application.pdf>. Applications must be submitted by **Wednesday, February 8, 2012 at 5:00 p.m.** Please respond to **Job 12-01**. EEO / H / V / A/A